Issued Winter, 1989

University of Massachusetts at Boston Bulletin

Continuing Education

Spring, 1989

University of Massachusetts
at Boston
Division of Continuing Education
Harbor Campus
Boston, MA 02125-3393

Second Class
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Boston, MA
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Your public university offers credit and non-credit courses at convenient times and locations for your personal growth, professional development, and college degree requirements.

Evening classes at these off-campus locations: Beverly, Bourne, Braintree, Downtown Boston, Franklin, Hanover, Hingham, Watertown, and West Roxbury.

Saturday classes at UMass/Boston's Harbor Campus and Downtown Center.

For more information, call 929-7900.

How to Use this Bulletin

This Bulletin describes credit courses offered by UMass/Boston's Division of Continuing Education. These courses are offered during the evening at a number of off-campus sites, and—primarily on Saturday mornings—at the University's Downtown Center and Harbor Campus. Schedule information for each course appears in the course description section that begins on page 4, and also in the listing of courses by location that begins on page 7. The academic calendar and registration procedures outlined on pages 2 and 3 apply only to Continuing Education credit courses. *The academic calendar and registration procedures for the Division's special programs are described in the section called "Special Programs" beginning on page 10.*

Index

Academic Calendar—Credit Courses 2
Academic Standing 10
Adding or dropping courses
(See Academic Calendar)
Alcoholism/Chemical Dependency Treatment Services Program 11
Auditor's Institute 12
Books 9
Cancellation of classes (emergency closings) 9
Cancellations of underenrolled courses 9
Career Enhancement Certificate 4
Continuing Education credit courses
—fees, payments, refunds 9
—listed alphabetically by department 4
—listed by location 7
—registration form 2
—registration procedures 3
Fees 9
Fee waivers 9
Graduate Test Preparation courses 12
I.D. Cards 9
Library and Information Studies courses 10
Mathematics Diagnostic Test 4
Microcomputer workshops 12
Non-credit offerings (see Special Programs)
Opportunities for Adult Learners 3
Refunds 9
Registration for Continuing Education Credit Courses
—form 2
—information 3
Registration for Special Programs
—form 11
—information 10
Saturday course offerings 8
Schedules—Credit Courses
—in listing by location 7
—with course descriptions 4
Special Programs 10
Transcripts 9

Continuing Education Credit Courses: Academic Calendar, Site Locations

Registration Deadline	January 27
Late Registration*	January 30–February 3, or first class meeting
Saturday Classes Begin	February 4
Off-Campus Classes Begin	Week of February 6
Vacation—Off-Campus Classes	February 19–25 April 16–22
Vacation—Harbor Campus and Downtown Center Classes	March 19–25
Midsemester	March 23
Pass/Fail Deadline	March 30
Withdrawal Deadline	March 30
Saturday Classes End	May 13
Off-Campus Classes End	Week of May 15
Final Exams for Saturday Classes	May 20
Final Exams for Off-Campus Classes	Week of May 22
Summer 1989 Registration Deadline	May 12
Summer Session I	May 30–July 12
Summer Session II	July 17–August 24

*$25 late fee. (For details, see "Late Registration", page 3.)

Courses for the spring semester will be offered at the following locations:

UMass/Boston
Harbor Campus

UMass/Boston Downtown Center
Arlington & Stuart Streets
(Park Plaza) Boston

Beverly
North Shore Regional
Vocational High School
20 Balch Street

Canton
Blue Hills Regional
Vocational Technical School
100 Randolph Street

Hanover
South Shore Regional
Vocational Technical
High School
Webster Street

Bourne
Upper Cape Cod
Vocational Technical
High School
220 Sandwich Road

Braintree
Braintree High School
128 Town Road

Cambridge
Multidisciplinary Institute
of Neuropsychological
Development (MIND)
48 Garden Street

Hingham
Hingham High School
41 Pleasant Street

Lowell
Lowell High School
30 Kirk Street

Watertown
Watertown High School
51 Columbia Street

West Roxbury
West Roxbury
High School
1205 V.F.W. Parkway

For information on registration, see "Registering for Continuing Education Courses", page 3.

Registration Form for Continuing Education Credit Courses

Please be sure to provide the numbers requested below. They are needed for coding purposes.

Social Security # — — UMass/Boston ID # (if any)

Name
Last First Middle Initial

Address
No Street City State Zip

Student Status
O Undergraduate O Graduate
Bachelor's Degree Received From

Current UMass/Boston student?
O Special O Matriculated
Major

Studying in UMass/Boston's RN Program?
O Special O Matriculated

Student at other college or university?
O Yes O No If Yes, where?

Sex
O Male O Female

Date of Birth
Mo Day Year

Residency Status
O In State O Out of State O Foreign

Veteran Status
O Veteran O Non-veteran

Student Visa
O Yes O No

Daytime Phone: ( )

Evening Phone: ( )

Ethnic Survey Information (Required by Federal Government)

A. American Indian/Alaskan Native
B. Black Non-Hispanic
C. Asian or Pacific Islander
D. Hispanic
E. Non-resident Alien
F. White Non-Hispanic
G. Do not wish to report
H. Cape Verdean

Course Selections

Sched. No	Dept	Title	Site	Credits		Lab Fee (if any)	Total Course & Lab Fee
					× $65.00	+	=
					× $65.00	+	=
					× $65.00	+	=
					× $65.00	+	=

MasterCard and VISA Only

The University of Massachusetts at Boston, Division of Continuing Education, will accept MasterCard or VISA for payment of fees. If you would like to make use of this service, please provide the information requested.

Account No

Expiration Date

Student's Name (Print)

Student's Signature

Print name of person to whom card was issued if different from above

If a student withdraws or a course is cancelled, the refund will be made only as a credit to the student's MasterCard or VISA account.

Full payment must accompany all registrations.

Method of Payment

O VISA O MasterCard
O Check O Other

Make checks payable to University of Massachusetts—Continuing Education

Send checks and forms to:
Division of Continuing Education
Box C
University of Massachusetts at Boston
Harbor Campus
Boston, MA 02125-3393

For Office Use
Rec'd Date
Batch. Bank No.

Course Fee

Undergraduate	$65.00/credit
Graduate	$80.00/credit

Please Note:
This form is to be used only when registering for Continuing Education *credit* courses, offered evenings off-campus and Saturdays at the University's Downtown Center. For non-credit, special programs, please use the special program registration form. For information about registering for Extended Day (on-campus evening) courses, see page 3.

Please calculate payment below.

Course and Lab Fees (total)	
Total Service Fees	$15.00
Subtotal	
Late Fee (if applicable)	$25.00
Total Payment Enclosed	

When you use this form to register by mail, your cancelled checks will be your receipt.

Improperly completed forms and/or checks cannot be accepted, and therefore will be returned unprocessed.

Opportunities for Adult Learners

As greater Boston's only public university, the University of Massachusetts at Boston is committed to providing opportunities for all persons seeking access to quality higher education in the area it serves. The University has undertaken a special commitment to those adults beyond traditional "college age" who have daytime obligations and responsibilities at work and at home.

This commitment is demonstrated by the evening off-campus, Saturday morning, and summer course offerings of the Division of Continuing Education, and by the University's Extended Day schedule of late afternoon and evening courses offered at the Harbor Campus. Many courses are open both to degree-seeking (matriculated) students and to non-degree-seeking students. UMass/Boston students are free to combine day, evening, off-campus, Saturday, and summer classes to suit their individual needs.

Continuing Education Courses

Introductory and intermediate-level courses in many disciplines are offered by the Division of Continuing Education on weekday evenings and Saturday mornings. These courses are particularly suited to the needs of the adult who may wish to begin or return to a previously interrupted college educational experience. The program also schedules courses specifically for nurses and for vocational educators.

Special Programs

The Division of Continuing Education also conducts many non-credit special programs—courses, workshops, seminars—both on and off campus, in order to serve various business and professional groups, individuals seeking instruction in specialized fields, and those who simply wish to explore new areas of interest. Many programs are the result of the Division's cooperation with groups and institutions in the larger community. The Division can also assist professional groups in organizing and conducting conferences, workshops, and seminars; and welcomes proposals or suggestions for additional activities it might sponsor. Finally, through a special program in cooperation with the University of Rhode Island's Graduate School of Library and Information Studies, the Division of Continuing Education offers, for credit, courses in Boston that meet requirements for the University of Rhode Island's master's degree in Library and Information Studies.

Summer Courses

Each summer, the Division of Continuing Education offers hundreds of day and evening courses at the University's Harbor Campus and Downtown Center. Summer session courses provide an opportunity for degree-seeking students to accelerate their progress, and for both degree-seeking and non-degree-seeking students to take courses that are unavailable to them or do not fit their schedules during the regular academic year.

Extended Day Courses

Through the Extended Day Program, a wide variety of undergraduate and graduate courses is offered from 4:00 to 10:00pm at the University's Harbor Campus. These courses are particularly suited to the needs of persons who are seeking UMass/Boston degrees. A number of undergraduate majors and graduate programs can be completed by students taking courses entirely within the Extended Day schedule. However, many students also enroll for professional advancement or personal enrichment, or simply to experience University life before applying for admission.

How to Learn More

Continuing Education Courses

For further information about evening off-campus, Saturday, or summer courses offered through the Division of Continuing Education; and for information about all special programs, please call Mary Lang-Crumlin in the Division of Continuing Education at 929-7900. Ms Crumlin is available for advising during the day or evening, by appointment, at the Division of Continuing Education's Harbor Campus Office (Wheatley Hall, 2nd floor, room 203).

Extended Day Courses

For further information about late afternoon and evening courses at the Harbor Campus, or about degree programs which can be completed entirely through evening study, please call the Office of New Student Services at 929-8600.

Admission to the University

For further information about admission requirements for older students, or for general information about admissions, call UMass/Boston's Admissions Office at 929-8000.

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The University of Massachusetts at Boston is an affirmative action/equal opportunity employer and prohibits discrimination in all its policies and programs, on the basis of race, color, sex, age, religion, natioal origin, sexual orientation or preference, handicap condition, or veteran status. All inquiries regarding Title IX of the Educational Amendments of 1972 and/or Section 504 of the Rehabilitation Act of 1973 may be directed to the Director of Affirmative Action, University of Massachusetts at Boston, Harbor Campus, Boston, MA, 02125 (617 929-7075). Inquiries regarding the application of the non-discrimination policy may also be directed to the Coordinator or the Assistant Secretary for Civil Rights, US Department of Education.

The University of Massachusetts at Boston is accredited by the New England Association of Schools and Colleges, which accredits schools and colleges in the six New England states. Membership in the Association indicates that the institution has been carefully evaluated and found to meet standards agreed upon by qualified educators. The University of Massachusetts at Boston is a member of the North American Association of Summer Sessions and the National University Continuing Education Association.

Registering for Continuing Education Courses

Who May Enroll

UMass/Boston undergraduate credit courses are open to: 1) students who may be considering matriculation into a degree program at UMass/Boston or elsewhere; 2) students matriculated at other institutions who will use UMass/Boston credits to meet degree requirements at their home institutions; and 3) matriculated UMass/Boston students. Anyone who has graduated from high school or who has earned a high school equivalency certificate is invited to begin or continue taking courses at UMass/Boston. Please see the regulations on page 10 governing newly adopted academic retention standards for degree-seeking and non-degree-seeking students.

The University assumes that students registering for undergraduate courses will accurately assess their ability to do college work. Students should be aware, however, that they are responsible for meeting prerequisites for certain courses.

If a student's ultimate goal is to obtain a UMass/Boston degree, it is to the student's advantage to apply for formal admission (matriculation) as early as possible. Most part-time students matriculate after having completed their first two or three courses; when they do matriculate, they can choose to attend full-time or to remain part-time.

Matriculated students are assured that their degree requirements will not be affected by subsequent changes in the University's curriculum; consequently they find it easier to plan schedules including courses that meet their individual requirements. Matriculated students may also change from one degree program to another, and may proceed toward the degree at their own pace. *All UMass/Boston courses offered for credit, during the fall, the spring, or the summer semester, whether on- or off-campus, day or evening, are equivalent in content and method of instruction.*

Registration by Mail or Telephone

Registration in advance by mail or telephone is the preferred method of enrolling in Continuing Education courses. The Division of Continuing Education must cancel classes which do not generate sufficient income to pay faculty salaries and overhead expenses. Early registrations enable the Division to determine whether sufficient interest exists to keep an underenrolled course open past the registration deadline.

To register by mail, fill out the form on the opposite page. Full payment must accompany the registration form. (See "Payment of Course and Service Fees," p. 9)

To register by telephone, you must charge fees to a MasterCard or VISA account. Please call 929-7933.

Walk-In Registration

Students who would rather register in person may do so on the dates and at the times listed below. Please note: *For your convenience, you may register at any site listed for courses offered there or at any other location.* If any on-site registration session is cancelled due to weather conditions, it will be held on the same day and at the same time the following week.

UMass/Boston
Harbor Campus
Division of Continuing Education
2nd Floor, Wheatley Hall
Room 203
Mondays–Thursdays, 8:30am–7:00pm
Fridays, 8:30am–4:00pm

UMass/Boston Downtown Center
Arlington & Stuart Streets
(Park Plaza), Boston
January 21
10:00am–12:00noon

Braintree
Braintree High School
128 Town Road
January 23
6:00–8:00pm

Hingham
Hingham High School
41 Pleasant Street
January 24
4:00–7:00pm

West Roxbury
West Roxbury High School
1205 V.F.W. Parkway
January 25
6:00–8:00pm

Full payment by check or credit card is due at the time of registration. Cash payments, to be made at the Bursar's Office on UMass/Boston's Harbor Campus, can be accepted only for walk-in registration at the Continuing Education Office.

To avoid paying a $25.00 late fee, you must register, by mail, by telephone, or in person, before January 27.

Registering for Continuing Education Courses Continued

Late Registration

Late registration for Continuing Education courses will take place January 30 through February 3 at the Continuing Education Office on UMass/Boston's Harbor Campus (Wheatley Hall, 2nd floor, room 203) from 9:00am to 7:00pm (M–Th) or 9:00am–4:30pm (F), and during the first class meeting at all other locations. For your convenience, you may register late at the Continuing Education Office for courses offered at any site.

Mathematics Diagnostic Test

Students registering for any mathematics course must first take a diagnostic test to assure proper placement. The diagnostic test can be taken from 10:00am to 4:00pm, Monday through Friday, at the Continuing Education office on the University's Harbor Campus. Please make an appointment by calling 929-7900. The test may also be taken at any location during walk-in registration periods as designated in the schedule above.

The Career Enhancement Certificate Program

The Program

The Division of Continuing Education's Career Enhancement Certificate (CEC) is for those seeking to increase their effectiveness on the job and further develop their career opportunities. In addition, students whose specific educational goals are not yet decided may find that the courses in the CEC sequence provide for them a solid foundation on which to build a future academic or professional program of study. The CEC helps enable participants to broaden their perceptions of the complexities of organizational life, to recognize the interdependence of economic and social decisions, and to sharpen their communication skills. Practical applications at the workplace receive special attention. The designation "(CEC)" at the end of a particular course description in this bulletin indicates that the course is part of the sequence leading to the Career Enhancement Certificate.

Eligibility

The CEC program is open to all individuals with a high school diploma or its equivalent who have completed English 101, who have qualified for Math 110 by taking UMass/Boston's Math Diagnostic test, and who are currently non-matriculated students at the University of Massachusetts at Boston.

Requirements

The CEC consists of a minimum of twenty-seven credit hours of required courses. Students with previous college credits that include one or more of the CEC's required courses may substitute up to four courses from a group of acceptable electives. In all cases, students are expected to complete twenty-seven hours of required or elective courses, in order to receive the certificate.

Admission

Students wishing to participate in the CEC program should apply for admission during the semester in which they first begin to take CEC-related courses. Credit may also be allowed for up to four CEC-related courses taken prior to application. Applications and more information about the Career Enhancement Certificate program can be obtained by calling the Division of Continuing Education at 929-7900. Advisors are also available at specified times during the fall and spring semesters at Braintree and West Roxbury High Schools.

Instructional Sites

Most CEC courses are scheduled on a rotating basis at the Division of Continuing Education's Braintree and West Roxbury off-campus sites. Some, but not all, courses from the sequence are also available at other off-campus sites; and students may take some CEC courses in the fall, spring, and summer terms during the day or evening at the Harbor Campus.

Courses Leading to the Certificate

Prerequisite: Engl 101
The suggested sequence for CEC courses is:

MGT 130	Introduction to Business
Math 110	Basic Algebra
Econ 101	Introduction to Economics I
Engl 102	Freshman English II
AF 210	Financial Accounting
Engl Z106	Oral Communication
AF 211	Managerial Accounting
Engl 215	Intermediate Composition
MS 110	Introduction to Computers in Management*

Electives:
A student who has already completed one or more of the courses listed above may select up to four other courses as substitutes, to be chosen in consultation with an advisor from the Division of Continuing Education.

*Available only during the Harbor Campus summer sessions.

Continuing Education Courses: Descriptions, Times, Places

A Note About Course Schedules

Each of the following course descriptions is accompanied by information about the location(s) and time(s) at which the course will be offered, as well as the number of credits to be earned in the course and the course's schedule number. Schedule information about Continuing Education courses is also organized according to course locations (see pages 7–8).

A Note About Course Designations

Please note that many courses described below fulfill College of Arts and Sciences (CAS) distribution requirements, as indicated by a note following the course description that refers to the "Distribution Area" to which the course belongs. Those whose numbers are preceded by "C" are distribution courses which also belong to the College's Core Curriculum. Although they are open to non-degree-seeking students, all of the "distribution courses" meet specific requirements for CAS degree-seeking students. *To be sure they take distribution courses that will meet their own particular degree requirements, all CAS degree-seeking students should, before registering, pick up advising materials concerning distribution requirements from the CAS Office of Academic Support and Advising (McCormack Hall, 3rd floor, Room 625; 617 929-8220).* Materials concerning the CAS writing proficiency requirement are also available from this office.

The designation "(CEC)" at the end of a particular course description in this bulletin indicates that the course is part of the sequence leading to the Career Enhancement Certificate; the designation "(N)" indicates a course that is required, or recommended as an elective, for students in the College of Nursing. These courses are also open to other students.

A Note About Room Locations for Courses at the Harbor Campus

Information about room locations for Saturday courses at the Harbor Campus will be available the first day of classes at the Information Desk in the lobby of the McCormack Building.

Accounting and Finance

AF 210
Financial Accounting
Presents the theory and techniques of financial accounting. The course encompasses the basic functions of collecting, processing, and reporting accounting information for interested third parties (e.g., owners, investors, and government), and enables students to analyze, interpret, and use accounting information effectively. (CEC)

Braintree: Tu 6:30–9:00pm, 3 Credits, Sched No 318452
West Roxbury: W 6:30–9:00pm, 3 Credits, Sched No 318503
Harbor Campus: S 8:30–11:00am, 3 Credits, Sched No 318558

AF 211
Managerial Accounting
Presents the theory and techniques of managerial accounting, from the particular perspective of the manager. The course covers the identification and analysis of the behavior of costs within the organization, and illustrates how managers use such knowledge for planning and control. Major topics include responsibility accounting, comprehensive and cash budgeting, and standard job order and process cost systems. (CEC)
Prerequisite: AF 210.

Harbor Campus: S 8:30–11:00am, 3 Credits, Sched No 318750

Related Program

The Auditor's Institute
The Auditor's Institute offers non-credit courses for managers of human service programs and government agencies. Please see page 12 for further information.

American Studies

AmSt 205
The Fifties
The course considers the culture of the 1950s, including writers like Kerouac, Ellison, Hemingway, and Miller, and phenomena such as the Cold War, McCarthyism, and the "other-directedness" that supposedly dominated the period. The work of social scientists like Riesman and Galbraith is considered, as well as that of novelists and playwrights.
Distribution Area: Historical and Cultural Studies.

Hingham: W 6:30–9:00pm, 3 Credits, Sched No 318952

AmSt C206
The Sixties
The course focuses on protest and the role of youth. Who protested and why? Was the phenomenon of the sixties an aberration or part of a larger radical tradition in America? What was the impact on the seventies? Readings are drawn from participants in the student, black, feminist, and peace protest movements, from the intellectuals who defended and attacked them, and from the growing body of retrospective, analytic, and historical literature which attempts to explain what really happened in that tumultuous decade. Films are shown when appropriate.
Distribution Area: Historical and Cultural Studies.

Harbor Campus: S 8:30–11:00am, 3 Credits, Sched No 319159

Art

Art C199
Visual Thinking
This course serves as an introduction to visual arts by emphasizing how one thinks visually. It provides training and exploration in the organization of sensory experiences—experiences which are already ordered in forms of art and design, or which are encountered haphazardly in the world around us. Writing assignments complement studio exercises, lectures, and selected readings dealing with such issues as space, light, color, and composition.
Distribution Area: The Arts.

Harbor Campus: S 11:30am–2:00pm, 3 Credits, Sched No 319351

Biology

Biol 111
General Biology I
An integrated course stressing the principles of biology. Life processes are examined primarily at the molecular and cellular levels. Intended for students majoring in biology or for non-majors who wish to take advanced biology courses. (N)
Distribution Area: Natural Sciences.

Braintree: MW 6:00–9:00pm, 4 Credits, Lab fee: $20.00, Sched No 319806

Biol 108
Introduction to Nutrition
Introduction to the elements of nutrition with emphasis on nutrition for humans; examination of foodstuffs and nutritional quality, physiology of food utilization, food quality regulations, and the global ecology of food production. No background in the natural sciences is required. (N)
Distribution Area: Natural Sciences.

Hingham: W 6:30–9:00pm, 3 Credits, Sched No 319553
West Roxbury: M 6:30–9:00pm, 3 Credits, Sched No 319604

Chemistry

Chem 108
Introduction to Chemistry II
A brief survey of organic and biological chemistry. Topics include structure, nomenclature and the nature of organic compounds. Emphasis is on preparation for biological applications. Carbohydrates, lipids, proteins, and nucleic acids are introduced. The structures and metabolism of important biological molecules are considered.
Prerequisite: Chem 107.
Distribution Area: Natural Sciences.

West Roxbury: TuTh 6:00–9:00pm, 4 Credits, Lab fee: $25.00, Sched No 320007

Economics

Econ 101
Introductory Economics I
A broad introductory survey in which special attention is given to the role of economic principles in analyzing and understanding current economic problems. Emphasis is placed on the functioning of markets and on examining the behavior of individual economic units such as the business firm and the consumer (microeconomics). Other areas of emphasis vary from section to section and may include industrial organization, income distribution, international trade, economics of the environment and other topics. (May be taken after Econ 102.) (CEC)
Distribution Area: Social and Behavioral Sciences.

Braintree: Th 6:30–9:00pm, 3 Credits, Sched No 320209
West Roxbury: W 6:30–9:00pm, 3 Credits, Sched No 320254
Harbor Campus: S 8:30–11:00am, 3 Credits, Sched No 320305

Econ 102
Introductory Economics II
A broad introductory survey in which special attention is given to the role of economic principles in analyzing and understanding current economic problems. Emphasis is placed on examining the overall functioning of the economy and on dealing with such matters as unemployment, inflation, and recession. Other areas of emphasis vary from section to section and may include economics of government spending and taxation, economic development, alternative economic systems, and other topics. (May be taken before Econ 101.)
Distribution Area: Social and Behavioral Sciences.

Downtown Center: M 6:00–8:30pm, 3 Credits, Sched No 320507

English

Engl 101
Freshman English I
Small class instruction and practice in grammar, rhetoric, and the articulation of logical thought. Practice in writing for college courses on various kinds of topics, many from experience and observation, chosen to develop the student's confidence and ability. Readings and materials vary from section to section, but all sections require a minimum of eight 600-word papers. (N)
Note: This course satisfies the first half of the College of Arts and Sciences writing requirement.

Braintree: MW 6:30–7:45pm, 3 Credits, Sched No 321204
West Roxbury: TuTh 6:30–7:45pm, 3 Credits, Sched No 321259
Downtown Center: S 8:30–11:00am, 3 Credits, Sched No 321300

Engl 102
Freshman English II
Continuation of Engl 101, with emphasis on topics and writing assignments of the kinds encountered in many types of college courses. Readings and materials vary from section to section, but all sections require a minimum of seven papers, including a loner research paper. (CEC)
Note: This course satisfies the second half of the College of Arts and Sciences writing requirement.
Prerequisite: Engl 101.

Hingham: TuTh 6:30–7:45pm, 3 Credits, Sched No 321502
West Roxbury: TuTh 6:30–7:45pm, 3 Credits, Sched No 321557
Downtown Center: S 11:30am-2:00pm, 3 Credits, Sched No 321608

Engl Z106
Oral Communication
This course focuses on improvement of interpersonal, small group, and public communications skills. Through readings, journals, class discussions, and other activities, we explore the following: self-concept and perception, listening and responding, language and non-verbal behaviors, interviewing, problem-solving and decision-making, formal elements of speech-making, and the evaluation of one's own and others' public messages.
Please note: The designation "Z" indicates that this 100- or 200-level CAS course is NOT a distribution course.

Braintree: Th 6:30–9:00pm, 3 Credits, Sched No 321800
West Roxbury: W 6:30–9:00pm, 3 Credits, Sched No 321855
Harbor Campus: S 8:30–11:00am, 3 Credits, Sched No 321906

Engl C201
Five Major British Writers
Representative works by five of the most important writers from the fourteenth to the nineteenth century, studied as introductions to philosophical and humanistic studies, explored as reflecting and shaping the leading ideas, assumptions, and values of their ages. Works by Chaucer, Shakespeare, and other authors such as Milton, Swift, and Austen, with films and background lectures on the philosophical and historical contexts of the works and their authors. Instruction in analytical reading and writing will be provided.
Prerequisite: Completion of the freshman writing requirement.
Distribution Area: Philosophical and Humanistic Studies.

Braintree: M 6:30–9:00pm, 3 Credits, Sched No 320569

Engl C204
The Nature of Literature: Fiction
An introduction to various critical approaches to the understanding and appreciation of fiction. Close reading of short stories and novels with special attention to the language and forms of fiction, as well as the writing of critical and interpretive papers. Comparison of fiction both to the visual arts (e.g., point of view, setting, imagery) and to music (e.g., prose rhythm, duration, thematic repetition, and variation). Attention to developing a sense of the milieu in which an artist works.
Prerequisite: Completion of the freshman writing requirement.
Distribution Area: The Arts.

Hingham: Tu 6:30–9:00pm, 3 Credits, Sched No 320709
Harbor Campus: S 11:30am–2:00pm, 3 Credits, Sched No 320754

Engl C210
Introduction to Creative Writing
An introduction to the arts through the medium of writing as well as reading poetry, fiction, and drama. Student writing is submitted weekly and discussed in class.
Prerequisite: Completion of the freshman writing requirement.
Distribution Area: The Arts.

Downtown Center: Th 6:00–8:30pm, 3 Credits, Sched No 321002

Geography/Earth Science

GES 225
Weather and Climate
Atmospheric patterns forming the basis for weather patterns and climatic development on a global scale. Earth-sun relationships, heating and cooling of the atmosphere, atmospheric circulation, pressure patterns, air mass formation and frontal systems, vertical zonation of climate, and the Koppen System for evaluating and classifying climatic phenomena are major topics.
Prerequisite: Sophomore standing.
Distribution Area: Natural Sciences.

Harbor Campus: S 8:30–11:00am, 3 Credits, Sched No 322103

GES 226
Physical Oceanography
The development of oceanography as a science. An introduction to the early contributors to oceanography as well as to the evolution of vessels for oceanographic research, and to methods and techniques in physical oceanography. Discussion of geological setting and plate tectonics as this theory affects other areas of oceanography. The study of coastal processes and their effect on the coast, especially as a consequence of the Blizzard of 1978. The course concludes with a consideration of the origin of sea water, its movements (currents, tides, waves, etc.), and its composition.
Prerequisite: Sophomore standing or permission of instructor.
Distribution Area: Natural Sciences.

Hingham: Tu 6:30–9:00pm, 3 Credits, Sched No 322305

History

Hist C114
Modern World History II
History of modern Western industrial societies and the non-Western world, from 1800 to the present.
Distribution Area: Historical and Cultural Studies.

Harbor Campus: S 11:30am–2:00pm, 3 Credits, Sched No 322507

Hist 265
American History I
Introduces students at the intermediate level to the study of American history before 1877. Subject matter encompasses virtually all aspects of American society, and the interrelationship among social structure, economic development, everyday life, culture, and formal politics is explored throughout the course. Special attention is given to the nature of historical inquiry.
Prerequisite: Sophomore standing or permission of instructor.
Distribution Area: Historical and Cultural Studies.

West Roxbury: M 6:30–9:00pm, 3 Credits, Sched No 322709

Hist 266
American History II
A survey of American history from 1877 covering the nature of American social structure, economic development, everyday life, culture, and formal politics. Special attention is given to the nature of historical inquiry.
Prerequisite: Sophomore standing or permission of instructor.
Distribution Area: Historical and Cultural Studies.

Braintree: W 6:30–9:00pm, 3 Credits, Sched No 322901

Related Program

Library and Information Studies
By arrangement with the Graduate School of Library and Information Studies of the University of Rhode Island, UMass/Boston's Division of Continuing Education offers, each semester, credit courses meeting requirements for a University of Rhode Island Master's degree in Library and Information Studies. Please see page 10 for further information.

Management

MGT 130
Introduction to Business
Familiarizes students with the nature of business and its relationship to other institutions in society. The course examines business ownership, organization, management, marketing, human resources management, production, and finance. In addition, the course explores issues in the relationships between capitalism and business, the law and business, and government and business. (CEC)

Braintree: Tu 6:30–9:00pm, 3 Credits, Sched No 324456
West Roxbury: Th 6:30–9:00pm, 3 Credits, Sched No 324401

Related Program

The Auditor's Institute
The Auditor's Institute offers non-credit courses for managers of human service programs and government agencies. Please see page 12 for further information.

Mathematics

To insure proper placement in mathematics and computer science courses, the University requires students to take a diagnostic test prior to course enrollment. The test may be taken during on-site registration and add/drop periods as set forth in the off-campus registration schedule. The test can also be taken anytime between 10:00am and 4:00pm, Monday through Friday, at the Continuing Education office on the University's Harbor Campus. Please make an appointment by calling 929-7900.

Math 110
Basic Algebra
For students with a weak math background who want to develop skills for further math or science courses. Covers basic high school math. Topics include multiplying and factoring polynomials, linear equations and straight lines, fractional exponents and radicals, ratios of polynomials, quadratics, and word problems. Generally limited to students with less than 3 years of high school math preparation. (CEC)
Note: No student will receive graduation credits for Math 110 if it is taken after successful completion of Math 124 or 130 or a higher math course.
Prerequisite: Math Diagnostic Test only.
Distribution Area: Mathematics and Computer Languages.

Braintree: M 6:20–9:10pm, 3 Credits, Sched No 323906
Harbor Campus: S 8:30–11:15am, 3 Credits, Sched No 323951

Math 125
Introductory Statistics
For non-science and non-mathematics majors only. Topics include introductory statistics, covering descriptive statistics; introductory probability sufficient to enable development of inferential statistics; and inferential statistics.
Note: No student will receive graduation credits for Math 125 if it is taken after successful completion of Math 345 or 645. Not open to mathematics majors.
Prerequisite: Math Diagnostic Test or Math 110.
Distribution Area: Mathematics and Computer Languages.

Braintree: W 6:20–9:10pm, 3 Credits, Sched No 324158
Harbor Campus: S 8:30–11:15am, 3 Credits, Sched No 324209

Related Special Program

Microcomputer Workshops
Please see page 12 for descriptions of special non-credit workshops for new users of microcomputers.

Music

Music C111
Introduction to Music
Basic music materials, principles of design, and the cultural significance of representative works in historical sequence. Designed primarily for non-music majors.
Distribution Area: The Arts.

Harbor Campus: S 11:30am–2:00pm, 3 Credits, Sched No 324658

Nursing

A selection of required courses and recommended electives for UMass/Boston's Bachelor of Science program in nursing is available through the off-campus and Saturday program. The designation "(N)" at the end of course descriptions in this bulletin indicates courses in this category. While such courses are open to all who meet the prerequisites, formal admission to the School of Nursing must be sought by all those whose ultimate goal is to obtain a BS degree in nursing. Please call Mr Segelman at the School of Nursing at 929-8500 for further information.

Nurs 201
Pathophysiology
This course deals with alterations in the normal physiology of body structures. Discussion of normal state is followed by the description of physiological changes resulting in the symptoms of disease. Topics include various body systems, such as the cardiovascular, renal, respiratory, and endocrine. (N)
Prerequisites: Biol 111, 207.
Corequisite: Biol 208.

Braintree: Th 6:30–9:00pm, 3 Credits, Sched No 325951

Additional Courses for Nurses
In addition to the courses listed in this bulletin, UMass/Boston also offers courses of interest to nurses during the late afternoon at Boston City Hospital. For further information, please call 929-7900.

Occupational Education

OccEd 201
Fundamentals of Occupational Education
This course is designed to provide provisionally approved vocational education teachers with a knowledge of the historical and philosophical foundations of vocational education, information about federal and state laws pertaining to vocational education, and the skills necessary to conduct occupational analysis, carry on a VICA program, and obtain assistance from local support groups and advisory committees. It is the first of six courses required by the Massachusetts Department of Education for full approval of vocational education teachers.

Beverly: M 5:00–7:30pm, 3 Credits, Sched No 326956
Hanover: M 5:00–7:30pm, 3 Credits, Sched No 327057
Watertown: Tu 5:00–7:30pm, 3 Credits, Sched No 327002

OccEd 202
Management of the Vocational Education Environment
This course is designed to train provisionally approved vocational educators in the theory and practice of effective classroom/laboratory management in a vocational setting. Instructional organization, shop organization, safety, first aid, and student management receive special emphasis. This is one of the six courses required by the Massachusetts Department of Education for full approval of vocational education teachers.
Prerequisite: OccEd 201.

Beverly: M 7:30–10:00pm, 3 Credits, Sched No 327259
Hanover: M 7:30–10:00pm, 3 Credits, Sched No 327355
Watertown: Tu 7:30–10:00pm, 3 Credits, Sched No 327300

OccEd 203
Teaching Methods in Vocational Education I
This is the first of a two-course sequence dealing with the methods of teaching vocational education. In the two course sequence students will develop competencies in four major areas of teaching: 1) contemporary theories and principles of learning; 2) instructional preparation; 3) teaching methods and techniques; 4) evaluating student growth and effectiveness. This is one of the six courses required by the Massachusetts Department of Education for full approval of vocational education teachers.

Bourne: Tu 5:00–7:30pm, 3 Credits, Sched No 327704
Franklin: W 5:00–7:30pm, 3 Credits, Sched No 327653

OccEd 204
Teaching Methods in Vocational Education II
A continuation of OccEd 203.

Beverly: Tu 5:00–7:30pm, 3 Credits, Sched No 328052
Hanover: Tu 5:00–7:30pm, 3 Credits, Sched No 328110
Watertown: M 5:00–7:30pm, 3 Credits, Sched No 328103

OccEd 205
Curriculum Development in Occupational Education
This course is designed to help the student develop and implement competency-based vocational education materials and procedures, including a program task list and a program advisory committee. This is one of the six courses required by the Massachusetts Department of Education for full approval of vocational education teachers.

Beverly: W 5:00–7:30pm, 3 Credits, Sched No 328401
Bourne: Tu 7:30–10:00pm, 3 Credits, Sched No 328350
Franklin: W 7:30–10:00pm, 3 Credits, Sched No 328305
Hanover: Tu 5:00–7:30pm, 3 Credits, Sched No 328463
Watertown: Th 5:00–7:30pm, 3 Credits, Sched No 328456

OccEd 206
Supervised Internship
The supervised internship allows students to demonstrate theoretical and methodological knowledge in classroom and laboratory settings. The student demonstrates his or her teaching skills under the guidance of a master teacher and is monitored by his or her college instructor. The course is open only to students who have satisfactorily completed OccEd 201–205. This is one of the six courses required by the Massachusetts Department of Education for full approval of vocational education teachers.
Note: The fee for this three-credit course is $250.00.

Beverly: Th 5:00–7:30pm, 3 Credits, Sched No 328658
Hanover: Th 5:00–7:30pm, 3 Credits, Sched No 328754
Watertown: Th 7:30–10:00pm, 3 Credits, Sched No 328709

IndArts 240
Technical Drawing I
This course is designed as an introduction to general drafting. Discussion focuses on the use of tools and on techniques. Topics include lettering, technical sketching, geometric construction, multiview projection, isometric drawings, and dimensioning. Considerable attention is given to the industrial use of drawings as a means of visual communications. Extensive use is made of the actual products of industry, both in illustrations and in student problems.

Lowell: M 5:00–7:30pm, 3 Credits, Sched No 322949

IndArts 330
Electronics II
This course introduces students to the characteristics and applications of semiconductor devices. Topics include diodes, Zener diodes, power supplies, transistors, bias arrangements, field effect transistors, unijunction, silicon controlled rectifiers, single stage and R-C coupled audio amplifiers, radio frequency amplifiers and operational amplifier characteristics and applications. Laboratory experiments and student projects reinforce the theoretical aspects of the course.

Canton: W 5:00–7:30pm, 3 Credits, Sched No 322963

Philosophy

Phil 100
Introduction to Philosophy
An introductory examination of the problems and scope of philosophy.
Distribution Area: Philosophical and Humanistic Studies.

Braintree: Tu 6:30–9:00pm, 3 Credits, Sched No 329951

Phil C108
Moral and Social Problems
Important moral and social issues of current concern are examined and debated. The course covers several problems each semester from a list including criminal punishment, war, abortion, racism, violence. the death penalty, private property, and sexism. (N)
Distribution Area: Philosophical and Humanistic Studies.

Harbor Campus: S 11:30am–2:00pm, 3 Credits, Sched No 329759

Political Science

PolSci C123
Political Ideas of the Twentieth Century
Major political viewpoints of the present, including conservatism, liberalism, Marxism, and fascism.
Distribution Area: Social and Behavioral Sciences.

Braintree: Th 6:30–9:00pm, 3 Credits, Sched No 330152
Downtown Center: S 11:30am–2:00pm, 3 Credits, Sched No 330203

Psychology

Psych 101
Introduction to Psychology
A general survey of selected content areas in psychology, including personality and human development, physiological psychology, learning, intelligence, heredity and environment, and motivation and emotion. (N)
Distribution Area: Social and Behavioral Sciences.

Hingham: Th 6:30–9:00pm, 3 Credits, Sched No 330405
Harbor Campus: S 8:30–11:00am, 3 Credits, Sched No 330450

Psych 200
Personality
Conceptions of human nature are examined in light of various theories of personality. This course focuses on the theories of Freud, Adler, Sullivan, Erikson, Kelly, ego psychologists, and other theorists presenting the behavioristic and humanistic perspectives. Among the topics to be addressed are personality structure and its development; stress and coping; neurotic styles; human motives and their measurement. (N)
Prerequisite: Psych 101.
Distribution Area: Social and Behavioral Sciences.

West Roxbury: M 6:30–9:00pm, 3 Credits, Sched No 330652
Harbor Campus: S 11:30am–2:00pm, 3 Credits, Sched No 330703

Psych 241
Infancy and Childhood Development
This course explores human development from infancy to middle childhood, i.e., from childbirth to ages seven or eight. Major emphasis is placed on early perceptual, cognitive, social, and affective development, bearing the following questions in mind: How does the world of space and objects appear to the infant? How does he or she acquire knowledge and discover reality? How does the child experience the world of people and develop a sense of self? How does the child develop attachments to others and what role is played by the significant people in his or her life? (N)
Prerequisite: Psych 101.
Distribution Area: Social and Behavioral Sciences.

Braintree: M 6:30–9:00pm, 3 Credits, Sched No 330905
Harbor Campus: S 8:30–11:00am, 3 Credit, Sched No 330950

Psych 242
Adolescence
This course is designed to acquaint students with psychological characteristics of adolescent development, theoretical approaches to adolescence. and experimental studies of the causes of a variety of behaviors during adolescence. The course also focuses on major problems and characteristics of adolescents in modern society. (N)
Prerequisite: Psych 101.
Distribution Area: Social and Behavioral Sciences.

Hingham: Tu 6:30–9:00pm, 3 Credits, Sched No 331157
West Roxbury: W 6:30–9:00pm, 3 Credits, Sched No 331208

School Psychology

SchPsy 697b
Clinical Neuropsychological Assessment and Treatment Planning
This course reviews approaches to the neuropsychological study and assessment of children, adolescents, and young and older adults, from several theoretical and practical viewpoints. Existing test and measurement instruments to be reviewed include the Boston and Wisconsin tests, the Halstead-Reitan and Luria-Nebraska test batteries, and others more recently published. Participants study assessment instruments for evaluating mental status, psychic conditions, behavioral management, and different levels of development; and use these instruments in the analysis of case studies.
Prerequisite: Bachelor's degree, or permission of instructor.

Cambridge: Tu 6:30–9:00pm, 3 Graduate Credits, Sched No 332518

Fast ball

Register early!
Early registration helps assure that the course you want will be available when you need it. Why not mail or telephone your course selection now?

Curve ball

Sociology

Sociol 101
Introduction to Sociology
The structure of society, cultural patterns, and group life. The individual and socialization, groups, institutions, social systems, social change.
Distribution Area: Social and Behavioral Sciences.

Downtown Center: S 8:30–11:00am, 3 Credits, Sched No 331400

Sociol 160
Social Problems
A course concentrating on institutional formation and change. Specifically, it includes the definition and explanation of social problems; individual, group and governmental responses to them; implications of social policy; in-depth case studies; and discussion of contemporary social problems.
Prerequisite: Sociol 101.
Distribution Area: Social and Behavioral Sciences.

West Roxbury: W 6:30–9:00pm, 3 Credits, Sched No 331602

Sociol 242
Family
A comparative and historical analysis of family systems. Emphasis on the development and future prospects of the nuclear family in middle-class industrial society.
Prerequisite: Sociol 101.
Distribution Area: Social and Behavioral Sciences.

Harbor Campus: S 11:30am–2:00pm, 3 Credits, Sched No 331804

Sociol 281
Society and the Individual
Basic survey of the social environment of individuals.
Distribution Area: Social and Behavioral Sciences.

Hingham: M 6:30–9:00pm, 3 Credits, Sched No 332001

Related Program

Alcoholism/Chemical Dependency Treatment Services
The Alcoholism/Chemical Dependency Treatment Services Program is a non-credit professional development sequence of courses designed for those working or interested in working in the field of alcoholism/chemical dependency treatment.

Spanish

Span 105
Basic Spanish for Communication I
A practical approach to the study of the Spanish language: basic grammar in the context of the material presented, which focuses on the vocabulary used in such areas as business and finance, medical and hospital terminology, and oral communication in general. Intensive practice in the four language skills with an audio-lingual approach.
Distribution Area: Foreign Languages.

Braintree: W 6:30–9:00pm, 4 Credits, Sched No 332203
Downtown Center: S 11:30am–2:00pm, 3 Credits, Sched No 332258

Span 106
Basic Spanish for Communication II
A continuation of Span 105.

West Roxbury: Tu 6:30–9:00pm, 4 Credits, Sched No 332450

Women's Studies

WoSt 260
Women's Health Care
The concerns of women in relation to health, including health issues unique to women (such as birth control, pregnancy, childbearing); nutrition; occupational health; health and aging; women as health workers; and the history, activities, and influence of the women's health movement.
Distribution Area: Social and Behavioral Sciences.

Harbor Campus: S 11:30am–2:00pm, 3 Credits, Sched No 332652

Schedule of Off-Campus and Saturday Courses by Location

Please note: If any on-site registration session is cancelled due to weather conditions, it will be held on the same day and at the same time the following week.

Dept.Code, No. Title Lab Fee	Day(s), Time Credits Schedule Number

Beverly
North Shore Regional
Vocational High School
20 Balch Street

No on-site registration: Advance registration by mail or telephone only.

OccEd 201 **Fundamentals of Occupational Education**	M 5:00–7:30pm 3 Credits 326956
OccEd 202 **Management of the Vocational Education Environment**	M 7:30–10:00pm 3 Credits 327259
OccEd 204 **Teaching Methods in Vocational Education II**	Tu 5:00–7:30pm 3 Credits 328052
OccEd 205 **Curriculum Development in Occupational Education**	W 5:00–7:30pm 3 Credits 328401
OccEd 206 **Supervised Internship** Note: Course fee is $250.00	Th 5:00–7:30pm 3 Credits 328658

Bourne
Upper Cape Cod Regional
Vocational High School
220 Sandwich Road

No on-site registration: Advance registration by mail or telephone only.

OccEd 203 **Teaching Methods in Vocational Education I**	Tu 5:00–7:30pm 3 Credits 327704
OccEd 205 **Curriculum Development in Occupational Education**	Tu 7:30–10:00pm 3 Credits 328350

Braintree
Braintree High School
128 Town Road

On-site registration: January 23, 6:00–8:00pm*

AF 210 **Financial Accounting**	Tu 6:30–9:00pm 3 Credits 318452
Biol 111 **General Biology I** Lab fee $20.00	MW 6:00–9:00pm 4 Credits 319806
Econ 101 **Introductory Economics I**	Th 6:30–9:00pm 3 Credits 320209
Engl 101 **Freshman English I**	MW 6:30–7:45pm 3 Credits 321204
Engl 106 **Oral Communication**	Th 6:30–9:00pm 3 Credits 321800
Engl C201 **Five Major British Writers**	M 6:30–9:00pm 3 Credits 320569
Hist 266 **American History II**	W 6:30–9:00pm 3 Credits 322901
Mgt 130 **Introduction to Business**	Tu 6:30–9:00pm 3 Credits 324456
Math 110** **Basic Algebra**	M 6:20–9:10pm 3 Credits 323906
Math 125** **Introductory Statistics**	W 6:20–9:10pm 3 Credits 324158
Nurs 201 **Pathophysiology**	Th 6:30–9:00pm 3 Credits 325951
Phil 100 **Introduction to Philosophy**	Tu 6:30–9:00pm 3 Credits 329951
PolSci C123 **Political Ideas of the 20th Century**	Th 6:30–9:00pm 3 Credits 330152
Psych 241 **Infancy & Childhood Development**	M 6:30–9:00pm 3 Credits 330905
Span 105 **Basic Spanish for Communication I**	W 6:30–9:00pm 4 Credits 332203

Cambridge
Multidisciplinary Institute of
Neuropsychological Development
48 Garden St

No on-site registration: Advance registration by mail or telephone only.

SchPsy 697b **Neuropsychological Assessment and Treatment Planning**	Tu 6:30–9:00pm 3 Graduate Credits 332518

Canton
Blue Hills Regional Vocational
Technical School
100 Randolph Street

No on-site registration: Advance registration by mail or telephone only.

IndArt 230 **Electronics II**	W 5:00–7:30pm 3 Credits 322963

Franklin
Tri-County Regional Vocational
Technical High School
147 Pond Street

No on-site registration: Advance registration by mail or telephone only.

OccEd 203 **Teaching Methods in Vocational Education I**	W 5:00–7:30pm 3 Credits 327653
OccEd 205 **Curriculum Development in Occupational Education**	W 7:30–10:00pm 3 Credits 328305

** For your convenience, you may register at this site for courses offered here or at any other location.*

****Math Diagnosis**
It is greatly to the advantage of the student to be placed in the proper course. Students are advised to consult course descriptions for prerequisites and equivalents before registering for math courses. To ensure placement in the right course, each student will be required to take a Math Diagnostic Test before being admitted to a course that requires this test as indicated in its description. This step will prevent loss of time in switching courses or obtaining refunds after classes have begun. Please call 929-7900 for further information.

Slow ball

Schedule of Off-Campus and Saturday Courses by Location Continued

Hanover
South Shore Regional Vocational High School
Webster Street

No on-site registration: Advance registration by mail or telephone only.

OccEd 201 **Fundamentals of Occupational Education**	M 5:00–7:30pm 3 Credits 327057
OccEd 202 **Management of the Vocational Education Environment**	M 7:30–10:00pm 3 Credits 327355
OccEd 204 **Teaching Methods in Vocational Education II**	Tu 5:00–7:30pm 3 Credits 328110
OccEd 205 **Curriculum Development in Occupational Education**	Tu 5:00–7:30pm 3 Credits 328463
OccEd 206 **Supervised Internship** Note: Course fee is $250.00	Th 5:00–7:30pm 3 Credits 328754

Hingham
Hingham High School
41 Pleasant Street

On-site registration: January 24, 4:00–7:00pm*

AmSt 205 **The Fifties**	W 6:30–9:00pm 3 Credits 318952
Biol 108 **Introduction to Nutrition**	W 6:30–9:00pm 3 Credits 319553
Engl 102 **Freshman English II**	TuTh 6:30–7:45pm 3 Credits 321502
Engl C204 **The Nature of Literature: Fiction**	Tu 6:30–9:00pm 3 Credits 320709
GES 226 **Physical Oceanography**	Tu 6:30–9:00pm 3 Credits 322305
Psych 101 **Introductory Psychology**	Th 6:30–9:00pm 3 Credits 330405
Psych 242 **Adolescence**	Tu 6:30–9:00pm 3 Credits 331157
Sociol 281 **Society and the Individual**	M 6:30–9:00pm 3 Credits 332001

Lowell
Lowell High School
50 French Street Extension

No on-site registration: Advance registration by mail or telephone only.

IndArt 240 **Technical Drawing I**	M 5:00–7:30pm 3 Credits 322949

Watertown
Watertown High School
51 Columbia Street

No on-site registration: Advance registration by mail or telephone only.

OccEd 201 **Fundamentals of Occupational Education**	Tu 5:00–7:30pm 3 Credits 327002
OccEd 202 **Management of the Vocational Education Environment**	Tu 7:30–10:00pm 3 Credits 327300
OccEd 204 **Teaching Methods in Vocational Education II**	M 5:00–7:30pm 3 Credits 328103
OccEd 205 **Curriculum Development in Occupational Education**	Th 5:00–7:30 3 Credits 328456
OccEd 206 **Supervised Internship** Note: Course fee is $250.00	Th 7:30–10:00pm 3 Credits 328709

West Roxbury
West Roxbury High School
1205 VFW Parkway

On-site registration: January 25, 6:00–8:00pm*

AF 210 **Financial Accounting**	W 6:30–9:00pm 3 Credits 318503
Biol 108 **Introduction to Nutrition**	M 6:30–9:00pm 3 Credits 319604
Chem 108 **Introduction to Chemistry II** Lab fee: $25.00	TuTh 6:00–9:00pm 4 Credits 320007
Econ 101 **Introduction to Economics I**	W 6:30–9:00pm 3 Credits 320254
Engl 101 **Freshman English I**	TuTh 6:30–7:45pm 3 Credits 321259
Engl 102 **Freshman English II**	TuTh 6:30–7:45pm 3 Credits 321557
Engl Z106 **Oral Communication**	W 6:30–9:00pm 3 Credits 321855
Hist 265 **American History I**	M 6:30–9:00pm 3 Credits 322709
Mgt 130 **Introduction to Business**	Th 6:30–9:00pm 3 Credits 324401
Psych 200 **Personality**	M 6:30–9:00pm 3 Credits 330652
Psych 242 **Adolescence**	W 6:30–9:00pm 3 Credits 331208
Sociol 160 **Social Problems**	W 6:30–9:00pm 3 Credits 331602
Span 106 **Basic Spanish for Communication II**	Tu 6:30–9:00pm 4 Credits 332450

UMass/Boston Downtown Center
Arlington and Stuart Streets
(Park Plaza)
Boston, MA

On-site registration: January 21, 10:00am–12:00noon*

Econ 102 **Introductory Economics II**	M 6:00–8:30pm 3 Credits 320507
Engl 101 **Freshman English I**	S 8:30–11:00am 3 Credits 321300
Engl 102 **Freshman English II**	S 11:30am–2:00pm 3 Credits 321608
Engl C210 **Introduction to Creative Writing**	Th 6:00–8:30pm 3 Credits 321002
PolSci C123 **Political Ideas of the 20th Century**	S 11:30am–2:00pm 3 Credits 330203
Sociol 101 **Introduction to Sociology**	S 8:30–11:00am 3 Credits 331400
Span 105 **Basic Spanish for Communication I**	S 11:30am–2:00pm 4 Credits 332258

UMass/Boston Harbor Campus
Boston, MA

On-site registration: December 12–January 27, M–Th 9:00am–7:00pm; F 9:00am–4:00pm; Division of Continuing Education Office, Wheatley Hall, 2nd Floor, Room 203*

AF 210 **Financial Accounting**	S 8:30–11:00am 3 Credits 318558
AF 211 **Managerial Accounting**	S 8:30–11:00am 3 Credits 318750
Amst C206 **The Sixties**	S 8:30–11:00am 3 Credits 319159
Art C199 **Visual Fundamentals**	S 11:30am–2:00pm 3 Credits 319351
Econ 101 **Introductory Economics I**	S 8:30–11:00am 3 Credits 320305
Engl Z106 **Oral Communication**	S 8:30–11:00am 3 Credits 321906
Engl C204 **The Nature of Literature: Fiction**	S 11:30am–2:00pm 3 Credits 320754
GES 225 **Weather and Climate**	S 8:30–11:00am 3 Credits 322103
Hist C114 **Modern World History II**	S 11:30am–2:00pm 3 Credits 322507
Math 110** **Basic Algebra**	S 8:30–11:15am 3 Credits 323951
Math 125** **Introductory Statistics**	S 8:30–11:15am 3 Credits 324209
Music C111 **Introduction to Music**	S 11:30am–2:00pm 3 Credits 324658
Phil C108 **Moral and Social Problems**	S 11:30am–2:00pm 3 Credits 329759
Psych 101 **Introduction to Psychology**	S 8:30–11:00am 3 Credits 330450
Psych 200 **Personality**	S 11:30am–2:00pm 3 Credits 330703
Psych 241 **Infancy and Childhood Development**	S 8:30–11:00am 3 Credits 330950
Sociol 242 **Family**	S 11:30am–2:00pm 3 Credits 331804
WoSt 260 **Women's Health Care**	S 11:30am–2:00pm 3 Credits 332652

** For your convenience, you may register at this site for courses offered here or at any other location.*

****Math Diagnosis**

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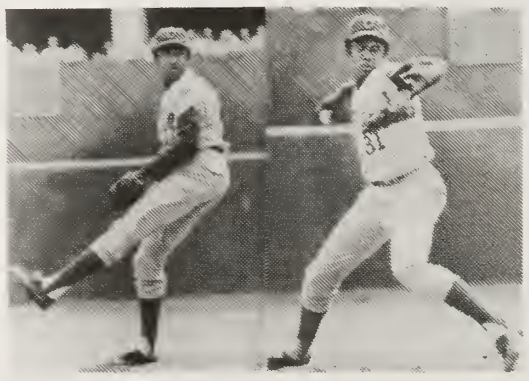


Fees and Further Information: Continuing Education Courses

Course and Service Fees

Undergraduate Course Fee	$65.00 per credit
Graduate Course Fee	$80.00 per credit
Registration Fee	10.00
Educational Service Fee	5.00
Late Registration Fee (when applicable)	25.00
Bad Check Fee (when applicable)	25.00

Payment of Course and Service Fees

Students must pay in full before their registrations will be accepted. No payment will be accepted after the Add/Drop deadline of the session for which payment is intended. Students may use the following methods to make payments:

Check:
Please make checks payable to the University of Massachusetts at Boston—Continuing Education. A payment of course and service fees made with an unacceptable check will result in administrative withdrawal, an additional bad check fee of $25.00, and referral to a collection agency, which may result in liability for the payment of a collection fee.

MasterCard or VISA:
The University of Massachusetts at Boston will accept payment by Master Card or VISA for all course and service fees. The minimum acceptable Master Card or VISA payment is $25.00. Please fill out the appropriate section of the registration form when registering by mail.

Cash:
Cash payments can be made ONLY at the Bursar's Office at the Harbor Campus (Robert H Quinn Administration Building, 2nd Floor; M–F 9:00am–3:30pm.) The Bursar's Office will give you a receipt, which you must submit with your registration form. Please note: Cash payments will not be accepted at any other location.

Payment by Outside Agencies:
If a student's charges are to be paid by an outside agency, his or her registration must be accompanied by a payment authorization form from that agency unless one is already on file in the Bursar's Office. Students are reminded that they are liable for all course and service fees in the event that the sponsoring agency does not provide payment.

Course Fee Waiver and Remission Policy

The Division of Continuing Education will honor course fee waivers and remission of course fees for those persons meeting the eligibility requirements described below, providing the courses they wish to take are adequately supported by fees from paying students, and providing space is available in these courses. Credit course fee waivers and remission of credit course fees apply only at the standard rate of $65.00 per undergraduate credit and $80.00 per graduate credit. Thus, in the case of a credit course with extraordinary costs necessitating a higher than standard course fee, course fee waivers and remission will be granted for only the amount of the standard course fee. Registration fees, service fees, and other mandatory fees, except in the case of senior citizens, must be paid in full. Anyone wishing to apply for course fee waivers or remissions must do so when registering for courses: the policy is not retroactive. See the academic calendar for appropriate registration times. Vietnam-era veterans are eligible for course fee waivers under the following conditions:

1) They must be matriculated in a program leading to a degree or certificate.
2) They must have not used their course fee waiver for more than 130 credits.
3) If they did not enter the service while residing in the Commonwealth of Massachusetts, they must file an affidavit under oath attesting to their having resided in the Commonwealth for two consecutive years immediately preceding enrollment.
4) They must have their registration form approved by UMass/Boston's Veterans Affairs Office.

Senior citizens are eligible for a waiver of all fees upon submission of a notarized Senior Citizen Affidavit at the time of registration.

Most full-time state employees are eligible for a 50% course fee remission upon submission of a properly completed "Certificate of Eligibility" at the time of registration (part-time state employees are eligible for a 25% course fee remission). State employees wishing to determine if they are eligible for a tuition remission should contact their personnel office.

Full-time employees of public higher education, their spouses, and their dependent children are eligible for a 50% course fee remission upon submission of a properly completed "Certificate of Eligibility" at the time of registration (part-time employees of public higher education, their spouses, and their dependent children are eligible for a 25% course fee remission). The Division cannot honor waivers issued to cooperating practitioners by the state-funded programs of the University of Massachusetts at Amherst, Boston, or Worcester.

Refunds

A student who withdraws from a course will be granted a refund according to the schedule below. Non-attendance does not constitute withdrawal. Students withdrawing from either credit or non-credit courses must file a valid withdrawal form with the Continuing Education Office.

For courses scheduled for ten or more class meetings:

Withdrawal before the first class meeting	100% Refund
Withdrawal before the second class meeting	90% Refund
Withdrawal before the third class meeting	50% Refund
Withdrawal after the third class meeting	No Refund

For courses scheduled for 6–9 class meetings:

Withdrawal before the first class meeting	100% Refund
Withdrawal before the second class meeting	80% Refund
Withdrawal after the second class meeting	No Refund

For courses scheduled for 1–5 class meetings:

Withdrawal before the first class meeting	100% Refund
Withdrawal after the first class meeting	No Refund

Whenever a refund is due, either because the student wishing the refund has withdrawn from a course or because the University has cancelled the course, the student must initiate the refund procedure by notifying the Continuing Education Office. Refunds will not be processed until after the Add/Drop period.

The amounts of all refunds are computed on the basis of withdrawal dates established by the Office of Registration and Records.

If a student has made a payment with Master Card or VISA, the refund must be returned as a credit to the student's Master Card or VISA account.

Unless a course has been cancelled by the University, the $10 registration fee is not refundable.

Please allow six to eight weeks for the processing of any refund.

Cancellations of Underenrolled Courses

The Division of Continuing Education is supported by student course fees. No state funding is available to help the Division of Continuing Education pay faculty salaries and meet overhead expenses. The Division must therefore cancel underenrolled courses. Before classes begin each term—generally during the week after the regular registration deadline—the Division projects enrollments according to the numbers of students already registered and decides whether to cancel courses that may be underenrolled. The Division makes every effort to offer courses in which there is a clear interest and, whenever courses are approaching minimum enrollment, postpones cancellation decisions until the first meeting of those courses. However, students are encouraged to register early. There is no risk of cancellation when courses are fully enrolled by the end of the regular registration period.

Any student who has registered for a course that is cancelled may register for another course or request a refund. The course fee will be refunded in full to any student who has paid for a cancelled course and does not wish to register for another course in its place. If all courses for which the student has registered are cancelled, service fees will also be refunded.

Emergency Cancellations of Classes

When classes and activities held at the Harbor Campus or Downtown Center are cancelled because of snow or other emergencies, the University will announce cancellations beginning at 6:00am on radio stations WBZ-AM (1030), WHDH-AM (850), WEEI-AM (590), WEZE-AM (1260), and WBCN-FM (104.1). WCVB-TV (Channel 5) will also carry cancellation announcements 6:00–7:00am, Monday through Friday.

Students taking classes at off-campus sites should listen for radio announcements concerning closing of those locations.

Books

Books for all credit courses offered on or off campus may be purchased at the UMass/Boston bookstore. The bookstore is located in the Robert H. Quinn Administration Building at UMass/Boston's Harbor Campus. From January 30 to February 10 the hours will be Monday–Thursday, 8:30am–7:30pm; Friday, 8:30am–5:00pm; Saturday, February 4 and 11, 10:00am–2:00pm. During the rest of the semester the hours will be Monday–Thursday, 8:30am–6:00pm; Friday, 8:30am–5:00pm. For further information, call 929-7250.

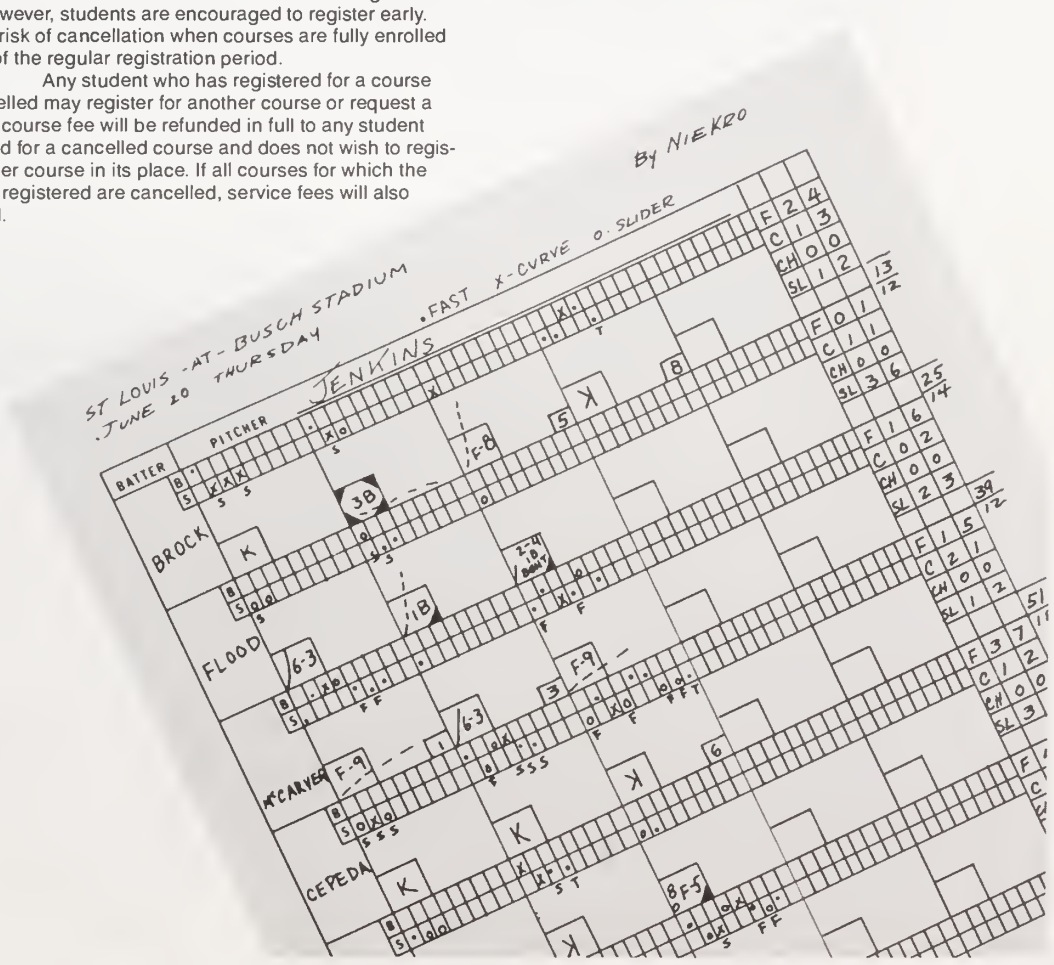
Transcripts

All students who wish transcripts sent to other schools must complete transcript request forms in the Office of Registration and Records. The cost of an official transcript is $2.00.

I.D. Cards

All on-campus students are required to carry I.D. cards. Continuing Education students not paying all University student service fees may obtain special I.D. cards for the use of on-campus libraries. These cards do not entitle the bearer to the use of athletic facilities or health services, or to student activities that require the payment of additional fees. Cards may be obtained at the Harbor Campus through the INFO Office (McCormack Hall, 1st floor, room 414) during the following hours: Monday through Thursday 9:30am–12:00noon; 1:00–4:00pm; 5:00–6:00pm. The INFO Office will also be open on the first two Saturdays of the semester, February 4 and February 11, from 10:00am until 2:00pm. The charge is $2.00.

The I.D. card fee will be included in the tuition bill of students registered for courses offered through state-funded programs (including all Extended Day courses). These students are not required to pay separately for I.D. cards.



Academic Standing

Degree-Seeking Students

A degree-seeking student who has been dismissed or suspended, or who is on academic probation, may not register for Continuing Education courses, and may not enroll as a non-degree-seeking student. For more complete information regarding retention, please refer to the "Academic Regulations" section of the UMass/Boston undergraduate catalog.

Non-Degree-Seeking Students

All non-degree-seeking students are subject to the following minimum retention standards:

Total UMass/Boston credits	Minimum cumulative average
1-11	1.75
12 and above	2.00

A non-degree-seeking student who does not meet these retention standards shall be dismissed from the University. All appeals for reinstatement should be directed to the Faculty Council Committee on Standards and Credit. The materials required for such an appeal are

1. a typed letter of appeal stating
   a) the reasons leading to the academic standing;
   b) the student's academic goals; and
2. Transcripts from other schools attended.

A letter of recommendation from a UMass/Boston faculty member, accompanying these materials, is optional.

Materials should be submitted to: Faculty Council Committee on Standards and Credit, Office of Registration and Records, University of Massachusetts at Boston, Harbor Campus, Boston, MA 02125-3393.

The deadlines for submitting reinstatement appeals are June 1 for summer or fall registration and November 1 for spring registration.

Special Programs

The special programs offered by the Division of Continuing Education serve various business and professional groups, individuals seeking instruction in specialized fields, and those who wish simply to explore new areas of interest.

Among the special offerings this semester are University of Rhode Island credit courses at the graduate level leading to the master's degree in library and information studies.

The Division also conducts a range of special non-credit programs. Courses offered through these programs are taught by specialists selected by the University for their acknowledged expertise in particular areas. Special non-credit programs maintain the same high standards as all other University programs. Many non-credit offerings carry Continuing Education Units (CEUs). The CEU is a nationally recognized standard unit measuring participation in non-credit programs. Although it does not imply academic credit, transcripts of CEUs are permanently maintained by the University and may be used to document continuing education to employers, academic institutions, and other appropriate agencies.

Many programs are the result of the Division's cooperation with groups and institutions in the larger community. The Division can also assist professional groups in organizing and conducting conferences, workshops, and seminars, and welcomes proposals or suggestions for additional activities it might sponsor. For additional information about how Continuing Education might help your group, please contact A. Collins Jenko at 617 929-7900.

Graduate Study in Library and Information Studies

The Program

By arrangement with the Graduate School of Library and Information Studies of the University of Rhode Island, UMass/Boston's Division of Continuing Education offers courses each semester that meet the requirements for a University of Rhode Island Master's degree in Library and Information Studies (MLIS).

The MLIS degree requires 36 hours of credit, of which 21 hours may be completed in Boston. Fifteen hours must be completed at the University of Rhode Island's Kingston campus. To be eligible for the degree program, students must possess a bachelor's degree from an accredited college or university with a grade point average of B or better. It is not necessary to be enrolled in the degree program to take courses: the Graduate School of Library and Information Studies encourages library employees interested in continuing education to enroll in one or more courses. However, a bachelor's degree is still required for enrollment on that basis.

The program leading to the MLIS degree is accredited by the American Library Association; the School Library Media Specialist Program is accredited by the National Association of State Directors of Teacher Certification (NASDTEC) and approved by the Interstate Certification Compact states.

For more information about the Graduate Program in Library and Information Studies, please write or call Patricia Jensen, Assistant to the Director for Regional Studies, Graduate School of Library and Information Studies, University of Rhode Island, Rodman Hall, Kingston, R.I. 02881; 401 792-2878.

The courses presently being offered at UMass/Boston's Harbor Campus are:

LSC 501
Foundations of Library and Information Science

Overview of the field covering the language and literature of librarianship; the history and functions of libraries; the nature of various types of libraries, professions, operations, and the new technologies.

January 30–May 8, M 6:00–9:00pm, Harbor Campus, 3 University of Rhode Island graduate credits, Sched No 50501-51

LSC 510
History of Books and Printing

The art and craft of book production through the ages; printers, methods, and materials, with consideration of the role of the book in cultural development.

February 2–May 11, Th 6:00–9:00pm, Harbor Campus, 3 University of Rhode Island credits, Sched No 50510-51

The fee for each course is $387.00 To register, please use the Registration Form for Special Programs in this Bulletin. For further information about these and other library and information studies courses offered in Boston through this program, please write or call the Division of Continuing Education, University of Massachusetts at Boston, Harbor Campus, Boston, MA 02125-3393, 617 929-7900.

For more information...

If you have questions about the University, the Division of Continuing Education, career or academic planning, call Mary Lang-Crumlin at 929-7900.

How to Register

For your convenience, registration for the Division of Continuing Education's non-credit programs, and for courses in Library and Information Studies, is conducted primarily by mail or telephone. To register by mail, use the form on this page. To register by telephone, you must charge fees to a MasterCard or VISA account. The number to call is 929-7933. To avoid paying a $25.00 late fee, you must register at least one week prior to the course starting date.

Students who would rather register in person may do so at the Division of Continuing Education's office at the Harbor Campus (Wheatley Hall, 2nd Floor, Room 203) during the following times: M–Th, 9:00am–7:00pm; F, 9:00am–4:30pm. Please note that cash payments can be accepted only at the Bursar's Office at the Harbor Campus (Robert H Quinn Administration Building, 2nd Floor; M–F, 9:00am–3:30pm). The Bursar's Office will give you a receipt, which you must submit with your registration form.

No matter how you register, you will receive written confirmation of your registration about a week before your course or program begins.

If you have any further questions, call us at 929-7900.

Registration Form for Special Programs

Please be sure to provide the numbers requested below. They are needed for coding purposes.

Social Security # — — Date

Name
Last First Middle Initial

Address
No. Street City State Zip

Daytime Phone: ( )

Date of Birth
Mo. Day Year

Evening Phone: ( )

Course Selections

Sched. No.	Start Date	Title	Fee

MasterCard and VISA Only

The University of Massachusetts at Boston, Division of Continuing Education, will accept MasterCard or VISA for payment of fees. If you would like to make use of this service, please provide the information requested.

Account No.

Expiration Date

Student's Name (Print)

Student's Signature

Print name of person to whom card was issued if different from above

If a student withdraws or a course is cancelled, the refund will be made only as a credit to the student's MasterCard or VISA account.

Note: when you use this form to register by mail, your cancelled checks will be your receipt. To register using company/agency purchase order, please call (617) 929-7933 between 9:00am and 5:00pm, Monday through Friday

Payment $

Late Fee (if applicable) $25.00

Total Payment Enclosed $

Full payment must accompany all registrations.

Method of Payment

O VISA O MasterCard

O Check O Other

Make checks payable to University of Massachusetts—Continuing Education

Send checks and forms to:
Division of Continuing Education
Box NC
University of Massachusetts at Boston
Harbor Campus
Boston, MA 02125-3393

For Office Use

Rec'd Date:

Batch: Bank No.

For Office Use

Descriptions of Non-Credit Special Programs

Alcoholism/Chemical Dependency Treatment Services: A Professional Development Sequence

The Alcoholism/Chemical Dependency Treatment Services Program is designed for those working or interested in working in the treatment of alcoholism/chemical dependency. Participants will:

- acquire classroom and field experience in the various approaches to treating alcoholism/chemical dependency;
- become familiar with the management and operation of alcoholism/chemical dependency rehabilitation and detoxification centers;
- learn how to assess community needs and how to act as leaders in alcoholism/chemical dependency treatment services and administration.

The program consists of five required courses and a required practicum (which includes a required pre-practicum workshop). Each course carries three Continuing Education Units (CEUs); the pre-practicum workshop carries two CEUs; the practicum carries ten CEUs. Each participant completing the program receives a certificate.

Psychopharmacology
Prerequisite: Permission of program director

Feb 7–May 23, Tu 7:30–9:30pm, Sched No 96569-51, 3 CEUs, Fee: $240.00

Family Alcoholism and Chemical Dependency Treatment
Prerequisite: Permission of program director

Feb 7–May 23, Tu 5:00–7:30pm, Sched No 96565-51, 3 CEUs, Fee: $240.00

The Use of Alcohol and Other Drugs in Society
Prerequisite: Permission of program director

Feb 4–May 20, S 9:00–11:00am, Sched No 96550-51, 3 CEUs, Fee: $240.00

Counseling the Alcoholic and Other Chemically Dependent Persons
Prerequisite: Permission of program director

Feb 4–May 20, S 1:00–3:00pm, Sched No 96551-51, 3 CEUs, Fee: $240.00

The Delivery of Alcoholism/Chemical Dependency Treatment Services
Prerequisite: Permission of program director

Feb 4–May 20, S 11:00am–1:00pm, Sched No 96552-51, 3 CEUs, Fee: $240.00

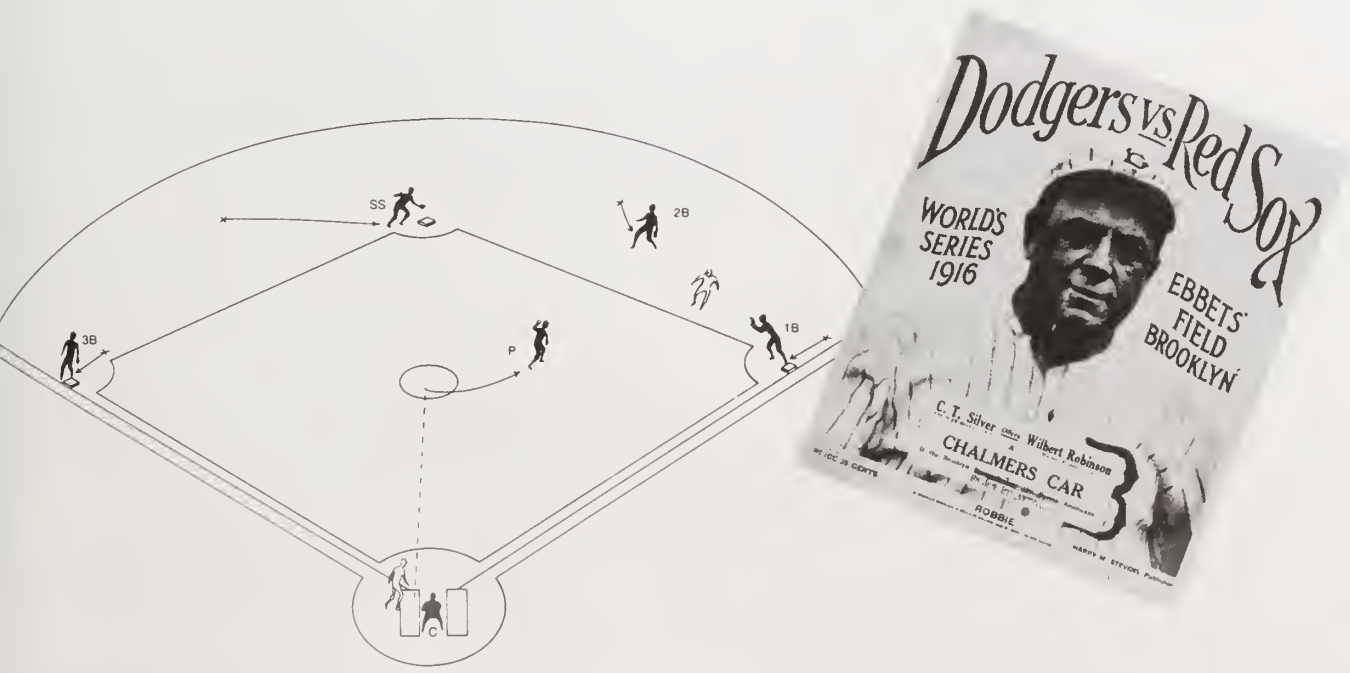
Pre-Practicum Workshop
Prerequisite: Permission of program director

Jan 20–21, Friday and Saturday from 9:00am to 3:00pm, Sched No 96549-51, 2 CEUs, Fee: $200.00

Practicum in Alcoholism/Chemical Dependency Rehabilitation
Prerequisite: Permission of program director
By arrgt. with program director.

First meeting: Saturday, February 4, 9:00 am, Sched No 96561-51, 10 CEUs, Fee: $800.00

All persons wishing to register for courses offered through the Alcoholism/Chemical Dependency Treatment Services program must obtain the prior approval of Jack Shea, Program Director. Further information about registration requirements or about any other aspect of the program is available from Jack Hughes, Director of Professional Development Programs, Division of Continuing Education, University of Massachusetts at Boston, Harbor Campus, Boston, MA 02125-3393, 617 929-7900.



The Auditor's Institute

A collaborative training program co-sponsored by the Division of Continuing Education and the Office of the State Auditor, the Institute is committed to providing persons interested in government and associated private-sector operations with the tools needed to promote the sound and efficient management of public resources.

The initial programs offered by the Institute have been created to help remedy financial and managerial weaknesses in the purchase-of-service system used by the Commonwealth.

The Management Development Course for administrators of government human service agencies has been offered sixteen times at locations throughout the state. Programs have also been designed to meet the needs of such specific clienteles as Massachusetts Trial Court fiscal personnel, Department of Public Welfare contract managers, and day-care providers under contract to the Department of Social Services.

The Institute will continue to offer programming related to human service management, and plans to schedule basic skills training in accounting, communication, and management. A sequence of training programs in governmental auditing will also be introduced, leading to certificates in the fundamentals of government auditing, in advanced governmental auditing, and in supervision of the audit process.

The Institute welcomes requests for further information concerning its programs, as well as suggestions for new offerings. Further information about the Auditor's Institute is available from Jack Hughes, Director of Professional Training Programs, Division of Continuing Education, University of Massachusetts at Boston, Harbor Campus, Boston, MA 02125-3393. 617 929-7900.

Graduate Test Preparation Courses

Developed in coooperation with the Office of Career Services, these review courses provide intensive classroom sessions covering all sections of each exam. Each course involves extensive exam practice, including a full-length practice test given under exam conditions. These courses have been scheduled in advance of the dates of tests for which students are preparing.

Enrollment is limited. Please register early.

Review for the Graduate Record Examination (GRE)
(All sections of the GRE course meet in Room 542, 3rd floor, McCormack Building, on the Harbor Campus.)

Review for the February 4 GRE
Dec 29–Feb 2, TuTh 6:00–9:00pm, Sched No 10000-51, Fee: $225.00

Review for the April 8 GRE
Mar 2–Apr 6, TuTh 6:00–9:00pm, Sched No 10000-52, Fee: $225.00

Review for the June 3 GRE
Apr 27–Jun 1, TuTh 6:00–9:00pm, Sched No 10000-53, Fee: $225.00

Review for the Graduate Management Admission Test (GMAT)
(All sections of the GMAT course meet in Room 542, 3rd floor, McCormack Building, on the Harbor Campus.)

Review for the March 18 GMAT
Jan 30–Mar 15, MW 6:00–9:00pm, Sched No 10002-52, Fee: $225.00

Review for the June 17 GMAT
May 3–Jun 12, MW 6:00–9:00pm, Sched No 10002-53, Fee: $225.00

Review for the Law School Admission Test (LSAT)
(All sections of the LSAT course meet in Room 032, 1st floor, Wheatley Building, on the Harbor Campus).

Review for the February 11 LSAT
Jan 3–Feb 9, TuTh 6:00–9:00pm, Sched No 10001-51, Fee: $225.00

Review for the June 12 LSAT
May 2–Jun 8, TuTh 6:00–9:00pm, Sched No 10001-52, Fee: $225.00

Review for the Medical College Admission Test (MCAT)
(The MCAT course meets in Room 012, 2nd floor, Robert H. Quinn Administration Building, on the Harbor Campus).

Review for the April 29 MCAT
Mar 9–Apr 24, MTh 6:00–9:00pm, Sched No 10003-51, Fee: $225.00

Microcomputer Workshops

These practical, hands-on workshops are designed to introduce new users to Macintosh or IBM-PC (or compatible) personal computers, or to build on previously acquired fundamental skills. Participants in these workshops have additional access to the microcomputer lab outside class time for self-directed practice of material covered during class.

Please note: These workshops are open to both matriculated and non-degree-seeking students. For students in UMass/Boston's College of Arts and Sciences, they provide assistance toward completion of the CAS certification in computer competence.

Introduction to WordPerfect on the IBM-PC
Basic word-processing skills using WordPerfect on the IBM-PC. Topics include creating, saving, and editing documents; use of insert, copy, move, delete, and spell-checking functions; formatting and printing files. Some advanced features, such as merge printing and macros, are covered, as time permits. No microcomputer or word processing experience is required. Limited enrollment.

February 4–March 4, Sat 2:00pm, –5:00pm, Sched No 89998-51, Fee: $100.00 (plus $10.00 lab fee)

April 1–April 22, Sat 9:30am–1:30pm, Sched No 89998-52, Fee: $100.00 (plus $10.00 lab fee)

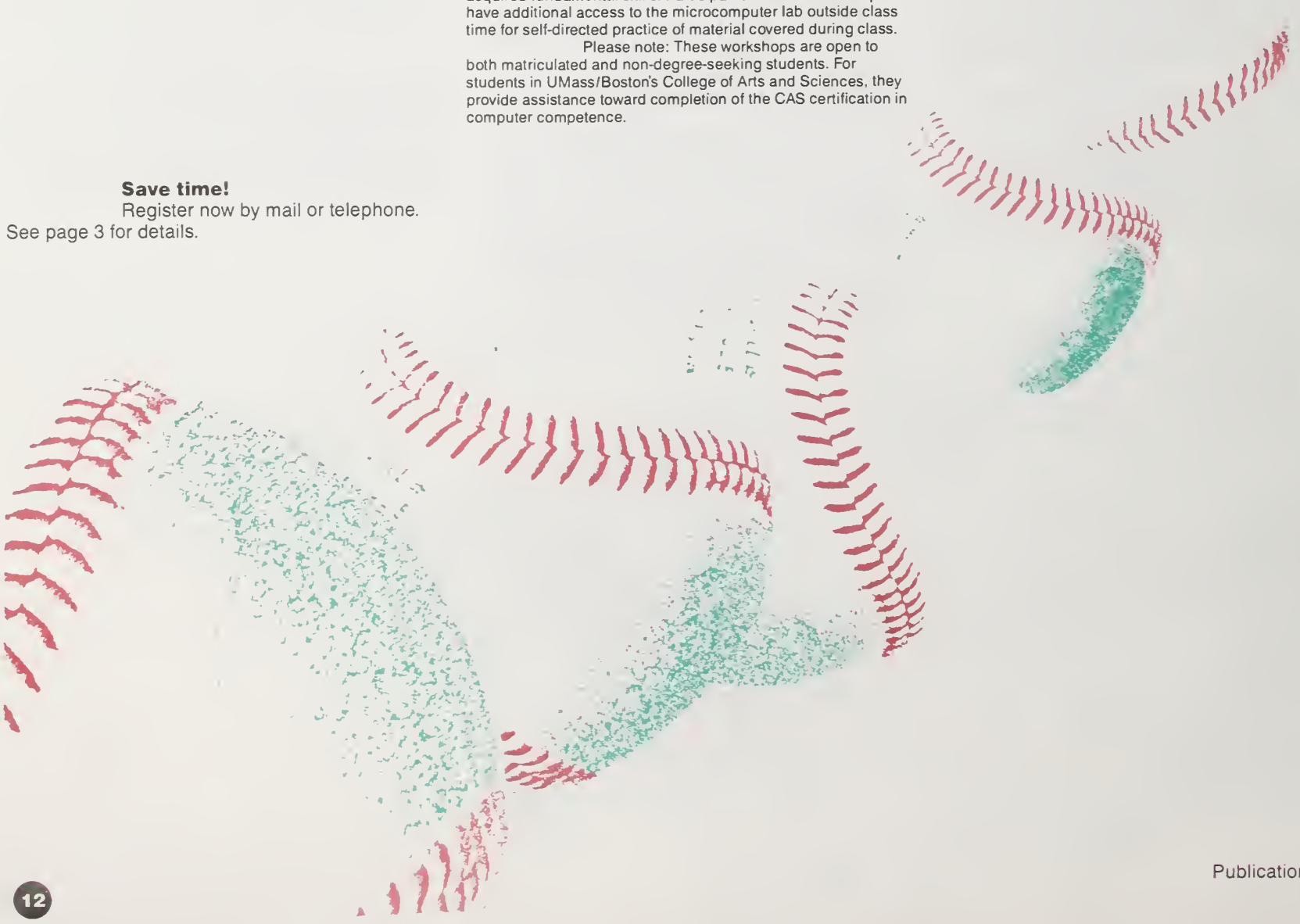
Introduction to WordPerfect on the Macintosh
Basic word-processing skills using WordPerfect on the Macintosh. Topics include creating, saving, and editing documents; use of insert, copy, move, delete, and spell-checking functions; formatting and printing files. Some advanced features, such as merge printing and macros, are covered, as timepermits. No microcomputer or word processing experience is required. Limited enrollment.

February 25–March 18, Sat 9:30am–1:30pm, Sched No 89997-51, Fee: $100.00 (plus $10.00 lab fee)

Introduction to Lotus 1-2-3 on the IBM-PC
An explanation of electronic spreadsheets using Lotus 1-2-3. Topics include creating, saving, retrieving, and printing arithmetic models (budgets, income/expense statements, grade lists). No PC or computing experience is required. Limited enrollment.

February 4–February 18, Sat 9:30am–1:30pm, Sched No 89999-51, Fee: $100.00 (plus $10.00 lab fee)

Intermediate Lotus 1-2-3 on the IBM-PC
Exploration of sophisticated Lotus 1-2-3 features: creating and printing graphs, databse applications, functions, table handling, and macros. Participants are expected to have completed Introduction to Lotus 1-2-3, or to be familiar with basic Lotus functions. Limited enrollment.

March 4–March 18, Sat 9:30am–1:30pm, Sched No 89996-51, Fee: $100.00 (plus $10.00 lab fee)

Save time!
Register now by mail or telephone.
See page 3 for details.